

Instructions:

- 1. All applications must be submitted at least 30 days in advance.**
- 2. Complete the DPR 246 and DPR 246a Special Event Application.**
- 3. Create electronic files of course maps and clearly indicate all trails, aid station locations to be used in state park boundaries.**
- 4. Contact the Marin Sector Film & Event Coordinator to submit your application at 415 898 4363.**
- 5. Email application and course maps to dkopler@parks.ca.gov**

SPECIAL EVENT PERMIT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

APPLICANT/ORGANIZATION

ADDRESS	CITY/STATE/ZIP CODE	
CONTACT PERSON	BUSINESS PHONE ()	HOME PHONE ()
PARK UNIT	LOCATION	
SPECIFIC USE	DATE(S)	HOURS

1. PURPOSE OF THE EVENT:

2. PARK AREA/FACILITIES TO BE USED:

3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT AT ONE TIME AND METHOD FOR LIMITING ATTENDANCE (THE STATE MAY LIMIT THE MAXIMUM ATTENDANCE WITHIN ITS DISCRETION):

4. PLEASE ANSWER THE FOLLOWING QUESTIONS:

- Does the event involve the sale or use of alcoholic beverages?
Will additional fees be charged for participants (beyond regular facility fees)?
Will items or services be sold at the event?
Are there any other special conditions or requirements? (e.g., accessibility)

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE

DATE

FOR DEPARTMENT COMPLETION ONLY		Department of General Services Use Only	
TOTAL PERMIT FEES	COMMENTS		
REVIEWED AND RECOMMENDED BY ▶	DATE		
TITLE	BUSINESS PHONE ()		
ADDRESS	CITY/STATE/ZIP CODE		
APPROVED BY ▶	DATE		
TITLE	BUSINESS PHONE ()		
ADDRESS	CITY/STATE/ZIP CODE		
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only) ▶			DATE

SPECIAL EVENT PERMIT SUPPLEMENT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: Complete the information requested below then submit this form with your DPR 246, Special Event Permit.

1. List of fees and charges to participants attending the event. (This is in addition to regular park facility fees)

2. Plan and method for collecting special fees.

3. Estimated gross receipts and net profits to the permittee.

4. Guaranteed minimum fees and/or percentage of the gross income to be paid to the State as rent. **Please leave this box blank.**

5. Method of garbage collection and disposal.

6. List of items to be sold during the event.

7. Method of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The State reserves the right to review and approve all promotional material to protect the interest of the Department.

8. Detailed description of the program to be presented and the displays and concession booths to be installed. (Prepare attachment if additional

9. List of all the organizations involved whether sponsors, recipients or promotional firms. Commercial sponsors must specifically be listed.

SPECIAL EVENT PERMIT TERMS AND CONDITIONS

Special Event Permits, when approved, shall be issued subject to the following provisions:

1. All activities and arrangements for advance preparations within the above named unit, shall be at the direction of the District Superintendent or authorized representative.
2. Rules and regulations of the Department of Parks and Recreation unless specifically exempted or otherwise noted shall be observed by the permittee, employees, agents, or contractors.
3. The only special activities granted permittee herein are those which are listed in writing on the permit.
4. No structures or sets may be constructed unless specifically provided for and described in writing, no digging or excavation is permitted, and no shrubbery or trees are to be cut, trimmed or injured. No additions, alterations, modification, or decorations may be affixed to any Department of Parks and Recreation facility without specific written approval of the District Superintendent.
5. Fires will not be permitted except upon the specific written approval of the District Superintendent and under specific direction.
6. Vehicles under the authority of the permittee will be parked in areas designated by the District Superintendent.
7. Permittee will control all traffic and vehicles associated with the event as directed by the District Superintendent.
8. Permittee will maintain the permitted area in a clean and sanitary condition and will restore the area to the condition in which it was received to the satisfaction of the State.
9. Permittee will repair or be billed at the discretion of the State any and all damage to the park unit or any State property which was a result of permittee's activities. State will be the sole judge of the extent of damage and the extent of repairs required to remedy the damage. All repairs will be performed to the satisfaction of the State.
10. The State may require at its discretion, the following special conditions:
 - a) Fire control measures and additional fire fighting equipment to be furnished by permittee as required by the District Superintendent.
 - b) First-aid service to be supplied by permittee, including ambulance service, doctors or nurses.
 - c) Additional police protection and/or traffic control personnel. Policing of the event will be provided by permittee and at own expense.
 - d) Parking arrangements required for permittee's operating personnel.
 - e) Additional sanitary facilities as required by the District Superintendent. Sanitary facilities over and above those furnished by State may be provided by permittee and at own expense.

The permittee will be charged a fee based on the number of hours and job classification of State personnel required to meet any special condition.

All special conditions and associated fees will be listed on the permit.
11. Unless otherwise specified on the Special Event Permit, the State agrees to provide the following services, if available or appropriate.
 - a) Maintain public restrooms.
 - b) Provide fresh water.
 - c) Provide electricity.
 - d) Provide garbage cans and remove refuse.
 - e) Clean all areas prior to occupancy by permittee.

12. The interest of permittee created by this agreement may be subject to property taxation. Permittee agrees to pay any possessory interest tax or any other tax levied on such interest and to indemnify the State from any damage or loss arising, by reason of such tax or Revenue Taxation Code Section 107.6.
13. Permittee may be charged a permit fee in addition to normal park fees, based on costs incurred by the State, size and scope of the event, and prevailing fees for commercial facilities in the locality.
14. Depending on circumstances and probability of occurrence, permittee may be charged a damage deposit as determined by the District Superintendent. Costs for damage repair and any fines or penalties for noncompliance with permit conditions will be deducted from this deposit. The District Superintendent shall determine if all or only a portion of the deposit is refundable.
15. The District Superintendent may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public for the protection of resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. In addition, any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.
16. It is an express condition of this permit that the State, its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the State, its officers, agents and employees from all liabilities charges, expenses (including counsel fees) and costs on account of or by reason of any such deaths, injury, liabilities, claims, suits, or losses however occurring or damage growing out of same.
17. For events having greater potential hazard or liability to the State than is incurred through typical daily park activities, permittee will be required to provide the District Superintendent with a certificate of insurance with required endorsements as proof of liability insurance coverage. The policy will cover the period of the permit and will be in an amount no less than one of the following as determined by the District Superintendent:
 - Public Liability \$300,000 each person, \$500,000 each occurrence. Property Damage Liability and Products Damage Liability \$200,000; OR
 - Combined single limit (CSL) \$500,000 per occurrence; OR
 - Combined single limit (CSL) \$1,000,000 per occurrence.

Insurance policies shall be underwritten to the satisfaction of the State and shall contain the following special endorsement:

State of California, its officers, employees, and servants are included as additional insured but only insofar as operations under this contract or permit are concerned;

The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to State.

This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the entire term of the permit.

18. Contacts relating to the insurance policy and payment of fee and in regard to the permit generally may be made through the District Superintendent.

California State Parks Marin Sector

PERMIT DEFINITIONS AND FEE SCHEDULE FOR ATHLETIC EVENTS

Effective January 1, 2012

All special event applications will be reviewed and determined by the Marin Sector Film & Special Event Coordinator and Supervising Rangers. Specific conditions unique to park units will be considered when determining event type. Following are **general** guidelines for your consideration.

All athletic events require a park staff monitor. Monitor time is based on the total hours of the event from time of crew access to the park until all event related participants, aid stations, etc. have been removed and vacated the park. The monitor fee is \$79.00 per hour with a four hour minimum. **Due to the staff shortage in the Marin Sector, monitors may need to travel from out of the district. Generally a three hour travel time is added to the total hours. Any event that involves the sale, service, consumption, or presence of any alcoholic beverages requires two SPPO monitors for the entire duration of the event on parks lands.**

The non-refundable filing fee of \$50.00 is due when you submit your application. Applications must be submitted no later than 30 days before the date of the event. Please make sure all application documents are completed, incomplete applications cannot be processed. You will receive an email with the estimated permit fees and any other required information. All fees must be received no later than 30 days before the event.

Aid stations must be located in previously designated areas which are Cardiac Hill, McKennan Gulch, and Deer Park Fire Road. Portable restrooms are required at Cardiac Hill and McKennan Gulch. Requests for aid stations in other non-designated areas are subject to a review and evaluation process by park staff. The fee is \$79.00 an hour with a minimum of four hours to conduct an evaluation.

*** Any athletic event that requires participants to cross a public road will be required to have a peace officer provide traffic control. Permits will not be issued without traffic control.**

Athletic Event #1Maximum of **100** peopleStart and Finish **not** on State Parks lands

Start and finish not in park	Simple	* Road Crossing	Additional Monitor Hours
Filing Fee non refundable	50.00	50.00	50.00
Permit fee	200.00	200.00	200.00
Monitor fee 4 hr. min	316.00	316.00	79.00 each additional hour
Traffic Control fee 4 hr. min		316.00	79.00 each additional hour
Base Total	\$566.00	\$ 882.00	

Athletic Event #2Maximum of **200** peopleStart and Finish **not** on State Parks lands

Start and finish not in park	Simple	* Road Crossing	Additional Monitor Hours
Filing Fee non refundable	50.00	50.00	50.00
Permit fee	400.00	400.00	400.00
Monitor fee 4 hr. min	316.00	316.00	79.00 each additional hour
Traffic Control fee 4 hr. min		316.00	79.00 each additional hour
Base Total	\$766.00	\$ 1082.00	

Athletic Event #3

Maximum of **400** people

Start and Finish **not** on State Parks lands

Start and finish not in park	Simple	* Road Crossing	Additional Monitor Hours
Filing Fee non refundable	50.00	50.00	50.00
Permit fee	600.00	600.00	600.00
Monitor fee 4 hr. min	316.00	316.00	79.00 each additional hour
Traffic Control fee 4 hr. min		316.00	79.00 each additional hour
Base Total	\$ 966.00	\$ 1282.00	

Athletic Event #4

Maximum **100** people

Start and Finish celebration **on** State Park lands

Start and finish in park	Simple	* Road Crossing	Additional Monitor Hours
Filing Fee non refundable	50.00	50.00	50.00
Permit fee	400.00	400.00	400.00
Monitor fee 4 hr. min	316.00	316.00	79.00 each additional hour
*Traffic Control fee 4 hr. min		316.00	79.00 each additional hour
Base Total	\$ 766.00	\$ 1082.00	

Athletic Event #5Maximum **200** peopleStart and Finish celebration **on** State Park lands

Start and finish in park	Simple	*Road Crossing	Additional Monitor Hours
Filing Fee non refundable	50.00	50.00	50.00
Permit fee	800.00	800.00	800.00
Monitor fee 4 hr. min	316.00	316.00	79.00 each additional hour
*Traffic Control fee 4 hr. min		316.00	79.00 each additional hour
Base Total	\$1166.00	\$ 1482.00	

Athletic Event #6Maximum **400** peopleStart and Finish celebration **on** State Park lands

Start and finish in park	Simple	*Road Crossing	Additional Monitor Hours
Filing Fee non refundable	50.00	50.00	50.00
Permit fee	\$1200.00	\$1200.00	\$1200.00
Monitor fee 4 hr. min	316.00	316.00	79.00 each additional hour
*Traffic Control fee 4 hr. min		316.00	79.00 each additional hour
Base Total	\$1566.00	\$1882.00	